After logging in to the Reporting System, the first page you will see is the **Public Folders Page**.

The **Universal Navigation Header** enables you to return to the Homepage from other pages, work with your Preferences, and log out of the Reporting System.

The **Work Buttons** are designed to facilitate running reports and working with data. Which buttons are available at any given time will depend on whether you are viewing a report or running a report.

The **Folders List** is the primary means of navigating through the Reporting System. You’ll use it to get to the reports that you want to run, as well as to locate previously run reports that were saved.

**Using the Universal Navigation Header**

The Universal Navigation Header has six links:
- Clicking on the **HOME** link will take you to the Public Folders Page.
- Clicking on the **PREFERENCES** link will allow you to select specific settings, e.g., your Home page, a report’s initial format, languages, personal information, etc.
- Use the **LOG ON** link to sign back in to the Reporting System if you happen to be timed-out due to inactivity.
- Click on the **LOG OFF** link to sign out of the Reporting System. You should always log off before closing the Reporting System window.
- The **ABOUT** link connects to legal copyright information about the Reporting System and its manufacturer.
- The **HELP** link has very brief information on some topics. **Note:** If you need help with the Reporting System, you will want to refer to the University’s Step-by-Step Guides and/or contact the Finance and Procurement Help Desk (303.315.2846).
Step-by-Step Guide
Navigating in the Reporting System

Using the Work Buttons

Which work buttons are available to you at a given time will vary according to the type of action you are performing (e.g., navigating through the Folders list vs. viewing a completed report).

**Navigating through Folders buttons**

- **Refresh**: Refreshes the screen after a change has been made.
- **List View**: Lists reports instead of displaying an icon for each one.
- **Details View**: Displays date and time of last modification, as well as report preferences that can be set.
- **New Folder**: Creates a new folder for easier organization.
- **Select All**: Puts a check mark in the box of each listed report.
- **Deselect All**: Removes the checkmarks placed in listed reports.
- **Copy**: Copies the checked report(s); especially useful to copy frequently-used reports into My Folders for quicker access.
- **Paste**: Pastes the copied report(s) in the designated area.

**Viewing Reports buttons**

- **Save**: Saves report under My Folders (or other designated folder) for viewing at a later time.
- **Run**: Allows you to run the same report with different parameters.
- **HTML format view of report**
- **PDF format view**: This is the best format view for printing.
- **Export to Excel 2000 on one workbook sheet**
- **Export to Excel 2000 on multiple sheets in one workbook**
- **Export to Excel 2002 on multiple sheets in one workbook**
- **Export to CSV format**: similar to Excel format, but without the column headings.